



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date March 23, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received APR 19 1972 Application No. 112 Date Completed APR 27 1972	
2. Agency Application No. 9		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Ports Authority P. O. Box 2406 Savannah, Georgia 31402 Comptroller Division		4. Person to Contact G. J. Nichols	
		5. Working Title Comptroller		6. Tel. No. 912 964-1721	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1950 to Date		9. EXACT SERIES TITLE Payroll Files			
10. What is the function of the office in which this record series is created The Comptroller is responsible for the accounts of the Authority and establishes and maintains accounting methods and procedures for the books of the Authority. He analyzes and checks all financial activities of the Directors meetings; is responsible for the auditing and accounting provisions of all contracts, leases, and agreements of the Authority; provides protection of the assets with adequate internal control procedures and assures proper insurance coverages for the Authority's properties; and co-ordinates the preparation of the annual budget with the various divisions. Under his supervision, monthly financial statements are published and related financial and cost data reports are prepared and distributed.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement These files consist of five computer print-outs as follows: 1. Payroll edit, 2. Payroll distribution, 3. Deduction register, 4. Vacation and sick leave report and 5. Payroll register and check register. These print-outs are filed chronologically by payroll dates. The file arrangement is by weekly pay period by month.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				12 shelves 2	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				6 12	
Home built shelves		12	30	This Year's Last Year's Preceding Year's All Prior Years'	
				1 - VERY SELDOM	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

*after printing annual wage summary files.

YES NO

13. Is this the Record Copy of the series?

☒ ☐

14. Is there a duplication of this series in another office or agency?

☒ ☐

In IBM cards. However, these cards are considered working papers and are discarded after a 90 day holding period, except for IBM 4-card which are disposed of 90 days *

15. Is the information contained in this series ever summarized or published?

☐ ☒

16. Does the series contain classified information requiring security handling?

☐ ☒

17. Does the series document policies and procedures of agency's operation or function?

☐ ☒

18. Could the function be performed if the files were lost or destroyed?

☒ ☐

By use of an ~~ime~~ cards, however, a very time consuming effort would be required.

19. Is the series (or major portion of it) regularly microfilmed? If yes, why?

☐ ☒

20. Does the record series provide data as input to an EDP file?

☐ ☒

21. Does the record series contain documentation produced as EDP printout?

☐ ☒

22. Is the series affected by Federal or grant funds?

☐ ☒

23. Will there be a need for these records 10, 15 years from now? If yes, what?

☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☒ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

A. ☐ Destroy immediately after cut off, until audit by Arthur Andersen and State Auditor

B. ☒ Hold in current files area / month xxxxxxxxxx year(s), then:

1 ☐ Destroy.

local holding area

2 ☒ Transfer to records center, hold 3 year(s), then: Destroy.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Due to space limitations it is necessary to move these files to a local holding area immediately after audits.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations
in Paragraph 25
are:

☒ Approved ☐ Disapproved

Head of Agency

William M. Dyer

3-31-72 Audit Dept.

☐ Approved ☐ Disapproved

Secretary of State/Designee

4-17-72

☐ Approved ☐ Disapproved

Department of Law Department

4-25-72

☒ Approved ☐ Disapproved